

Mayor's Summer Youth Employment Program

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

2016 Mayor's Summer Youth Employment Program

What is MSYEP and am I eligible?

MSYEP is a six-week summer job program for **Cambridge residents** who will be at least 14, and no older than 18, as of July 5, 2016. Youth who would miss more than six working days between July 5 and August 12 are not eligible to participate. You must be authorized to work in the U.S.

How do I apply?

Fill out the attached double-sided application completely. Be sure your name matches the way it appears on your Social Security Card. Carefully rank your choices for the type of work you want to do, and list one type of work you do not want to do. Make sure you AND your parent/guardian sign the back of the application and your parent/guardian ALSO signs the attached CORI form.

When and where can I turn in my application?

Each youth must bring his or her own application in person:

Monday, April 25 - Friday, May 6, 2016

Office of Workforce Development 51 Inman Street, 1st Floor or Mon 2:30-7:00pm, Tue-Fri 2:30-4:30 pm Cambridge Rindge and Latin School 459 Broadway, Main Cafeteria Mon-Fri 2:30-4:30 pm

All complete applications turned in during this period will be considered on time. MSYEP is NOT a first-come/first-served program. If the program cannot accept all applicants, priority will be given to 14 & 15 year olds who applied by the deadline. Other on-time applicants will be placed in a lottery.

U.S. Citizens must bring:						
Original Birth Certificate AND a photocopy	AND	Original Social Security Card <u>AND</u> a photocopy		AND	Either a Report Card, Photo ID or Medical Record <u>AND</u> a photocopy	
- OR -						
Original US Passport <u>AND</u> a photocopy			AND	Original Social Security Card AND a photocopy		

Non-U.S. Citizens must bring: Original Resident Alien Card or Permanent Resident Card or Employment Authorization Card AND a photocopy

All applicants must turn in their own application and review it with a program representative. You may have to wait if there is a line. All applicants must complete a CORI (Criminal Offender Record Inquiry) form (attached) to meet state regulations. All applicants will be notified of acceptance by mail, so make sure your address is complete and legible.

If you are unable to meet any of the requirements listed on this page or have questions, please call George Hinds at 617-349-6268 or email ghinds@cambridgema.gov as soon as possible to see if alternate arrangements can be made.





The Office of Workforce Development is a division of the City of Cambridge Department of Human Service Programs

Brief Descriptions of Types of Work Available

Work with Senior Citizens—Responsibilities might include: leading or participating in games or physical fitness activities with seniors, serving snacks or meals, answering questions or providing basic assistance to seniors in a supported setting.

Environmental Projects—Responsibilities might include: working as an individual or as part of a team, working indoors and outdoors, doing research, collecting data or specimens from nature, making phone calls or visits to local businesses, writing.

Community Action Projects—You will work with a group of other teens (and a supportive adult) on a project or projects, usually with a focused theme. Descriptions of some of this year's specific community action projects can be found at www.cambridgema.gov/dhsp/msyep.

Arts/Theater/Music—Both visual and performing arts programs are available, including photography, dance, acting, theater technical support, set design, lyric writing, musical performance, music production and graphic design. Responsibilities might include: producing art, theater or dance; participating in a performance; or teaching others.

Office or Library Work—Responsibilities might include: filing, shredding, photocopying, scanning, organizing, collating, cleaning, putting together mailings, running errands, making or answering phone calls, interacting with clients. Almost exclusively indoor, individual work in quiet environments.

Science, Technology, Engineering and Mathematics (STEM)—Responsibilities might include learning and utilizing new computer skills including coding, or doing office work or community action projects in a scientific or technical setting or applying scientific or mathematical theories to solve problems.

Media and Web Production—Responsibilities might include: writing, storytelling, filming, editing, acting, graphic design, photography, basic web design, work-related social networking.

Working with Children in Daycare or Preschool Programs—Responsibilities might include: leading games or activities with the children, modeling behaviors for the children, serving snacks or meals, cleaning, organizing, interacting with parents and teachers, going on short field trips to local parks, going in sprinklers or wading pools, all with children under age 5. Please note: due to state regulations, 14 year-olds cannot be assigned to work in daycare or preschool programs.

Working with Children in Summer Camps—Responsibilities might include: leading games or activities with children, modeling behaviors for children, serving snacks or meals, cleaning, organizing, interacting with parents and teachers, going on trips which may require going in the water at beaches or pools, participating in sports and physical activities with children ages 4-13.

Landscaping and Maintenance—Responsibilities might include: cleaning, organizing, lifting and moving furniture, using light tools, painting, raking, sweeping, mopping. Frequently working outdoors.

Check out www.cambridgema.gov/dhsp/msyep for more information and other opportunities.





Mayor's Summer Youth Employment Program

ELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE



YOUTH APPLICATION • JULY 5-AUGUST 12, 2016

Carefully read the cover sheet and follow the instructions.

Incomplete forms or failure to bring all of the appropriate documents will result in you being turned away. Make sure a parent or guardian has signed the back of the application. **No Exceptions!**

PLEASE PRIN	T CLEARLY				
Name:					
Last	Last		st	Middle	
Address:					
Numbe	er and Name of Street		Apt. #		Zip Code
Cell Pho	ne:	Email A	ddress:		
Home Phone:	_ -	Age: Date	of Birth:/_	/ Gender	::
Ethnicity (circle)	(optional): White	Black Latino	Asian Aı	merican Indian	Other:
Parent/Guardian I	Full Name:		Daytime	Phone:	<u>-</u>
Please list any lan	nguages you speak flu	ently (other than	English):		
Current Grade:	Name of Your S	chool:			
	in an ESOL (English at level: Beginn				school? Yes No
Are you eligible t	for Free or Reduced (Cost Lunch?	Yes No	T-Shirt Size ((Circle): S M L XL 2XI
		Work Experi	ence and Inte	erests erests	
•	, ,	•		•	he City in the past? Y Nee list):
TT 11 0	our most recent job if	•	d before.	When?	
What skills did yo	ou learn at this job? _				
Circle the THRE	E phrases below tha	at best describe	you:		
• High energy	• Creative	• Quiet	• Focused	• Like being b	ousy • Organized
• Like new challenges	• Enjoy meeting new people	• Prefer more structure	• Like being outdoors	 Work best independent 	• Work best in a group

What type of work are you			1 1 1	
F 41 C 11 ' 1' 4	,			
From the following list,				
		•Media/Web pi		
•Environmental projects •Offic				
•Community action projects •Scie	nce Technology	Engineering &	Mathematics	•Other:
1.	2.		3.	
11 st Choice	2 ⁿ	d Choice		3 rd Choice
Of the ten types of work listed above	ve. I am NOT in	terested in doing	:	
If you have a specific worksite requ	est, list it here:			
If you have a specific worksite requ	ŕ	(please no	te: this does NO	OT guarantee a placement)
Tell us your hobbies, your special s	kills or something	ng you want to le	earn—it can h	elp us match you with a job!
What hours can	n you work?	_ Only AM	Only PM	Either
Will you be enrolled in summer sch	nool?	Are you ab	ole to work for	the entire six weeks?
Yes No (Notifying us	s early			Yes No
will help MSYEP find appropriate j	jobs)			be absent?
(Optional) This i	nformation will	be used for affir	mative action	purposes only.
Do you have	e a disability, an	IEP or §504 Pla	n? Yes	No
I hereby certify that the information on	this application is d	correct to the best o		
Applicant Signature			Date	
I hereby certify that the applicant listed activities associated with the Mayor's Si child to appear in city publications and	ummer Youth Emp	loyment Program.	I also give permi	ssion for images/recordings of my
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PLEASE COMPLETE & RETURN WITH APPLICATION

Parents/Guardians:

Please print the following information:

Because of state regulations governing employment, we are required to conduct criminal record checks on **all** staff and volunteers who may work in our summer camp programs. Since a significant number of jobs in the Mayor's Summer Youth Employment Program (MSYEP) involve working with children in licensed camps, we will need to conduct criminal record checks on all MSYEP participants. The law requires us to conduct these checks for all participants as young as age fourteen.

In order for your child to be considered for MSYEP, we need you to provide the following information and then to sign the bottom of this letter. This form must be returned with your child's application. The information provided below will be used to help ensure accurate results from the Criminal History Systems Board. Any and all results from this check will be kept strictly confidential.

Information obtained from the criminal record inquiry **will not** prevent an applicant from participating in MSYEP. If your child's check results in a finding with the Criminal History Systems Board, she or he will be contacted during the summer and invited to come in and review the results to ensure accuracy and understand what employers may see when conducting CORI checks.

MSYEP applicant's full name:	Ge	ender:
Date of Birth://	Social Security Number:	
List any states (besides Massachusetts) in	which MSYEP applicant has lived dur	ing the last five years:
Full names of applicant's parents. If a nar include the original full name.	me has changed due to a marriage or	other reasons, please
Parent 1 Full Name (First and Last)	Parent 2 Full Name (F	First and Last)
I,, have [print parent/guardian full name]	read and understand the information	above.
	Parent/Guardian Signature	Date